

Magnolia United Methodist Church

Job Description

Sound Tech

Duties and Responsibilities:

1. Set up the platform.
2. Turn on and setup ProPresenter and ensure all outputs are working correctly.
3. Assist Worship Leader and Worship Ensemble in rehearsal and a sound check before the service.
4. Assist Pastor with the wireless microphone headset before service.
5. Oversee the slideshow presentation, live stream, and soundboard during worship (with assistance from AV volunteers).
6. React to and solve any problems that occur throughout the service, in the event of any AV malfunctions, in a timely and efficient manner.
7. Ensure all stage equipment, stage rack, and monitors are turned off.
8. Ensure all AV equipment is logged off (in accordance with AV Policies & Procedures), wireless mics are charging, and the Media Room is locked after Sunday morning service, or any other special event.
9. Maintain a clean, clutter-free, and orderly Media Room.
10. Maintain all AV and media equipment in good working condition.
11. Assist in training AV volunteers in duties they will be expected to perform on Sunday mornings.